

CONTRACT COMPLIANCE SPECIALIST*Class Definition*

Under supervision, monitors City of Fresno construction and maintenance contracts to insure compliance with wage, labor, and apprenticeship laws, and fair employment practices.

Distinguishing Characteristics

The Contract Compliance Specialist is a journey-level class in which the incumbent monitors construction and maintenance contracts, reviews payroll records, and conducts on-site interviews and follow-up investigations to insure and maintain compliance with federal, state, and local labor laws and fair employment practices. This class differs from Contract Compliance Officer in that the latter is a supervisory class in which the incumbent has overall responsibility for managing the City's Minority Business Enterprise Program. It differs from Construction Compliance Specialist in that the incumbent of the latter focuses primarily upon compliance with the performance, insurance, and bonding requirements of City construction contracts and agreements.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Administers and monitors City of Fresno construction and maintenance contracts to insure compliance with wage, labor, and apprenticeship laws and fair employment practices.

Insures compliance with the various requirements of contracts by initiating correspondence, conducting job-site interviews, reviewing payroll records, and coordinating with various City departments.

Performs non-compliance follow-up investigations.

Attends pre-construction meetings and reviews labor compliance requirements with contractors.

Drafts letters to contractors regarding possible compliance problems.

Assists the Contract Compliance Officer in conducting contract compliance/labor standards/Minority Business Enterprise workshops.

Assists the Contract Compliance Officer with the collection and compilation of statistics and reports.

Reviews minority monthly utilization reports from contractors and keeps an updated file of the percentage of their minority and female goals on projects.

Maintains an updated listing of Federal and State prevailing wage rates.

Submits semi-annual reports to the Department of Housing and Urban Development.

Performs related duties as required

Knowledge, Abilities, and Skills

Knowledge of government bidding practices

Knowledge of accounting procedures used for public construction projects.

Knowledge of Federal and State Labor Laws.

Knowledge of equal employment and affirmative action concepts and local, State and Federal laws and regulations for compliance.

Ability to prepare and present clear and concise oral and written reports.

Ability to develop and maintain good working relationships with representatives of outside agencies and contractors, private developers, other City departments, and the general public.

Ability to analyze problems and apply sound judgement.

Minimum Qualifications

One year of experience in labor or contract compliance work which emphasized interviewing and investigation.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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